

September 26, 2006

Summary for the e-Communities Steering Committee Kick-Off Meeting

Accomplishments:

- Gained a shared understanding of the e-Communities concept and how it will apply to Wilmington
- Gained a shared understanding of the role that the steering committee will play in assisting the city staff on the e-Communities effort
- Agreed to some additional steering committee members that we need to recruit
- Agreed to task team membership for the Connectivity, Web Applications and Public Access Team, Training and Digital Literacy team and Public Input Event Team

Action List:

<u>what</u>	<u>who</u>	<u>when</u>
Summarize the meeting notes	Todd, Lillie	9-26-06
Recruit additional steering committee members	Lillie, Larry	by 9-30-06
Convene the Connectivity, Web Applications, Public Access Task Team	Larry	by 9-30-06
Convene the Training Task Team	Lillie	by 10-5-06
Convene the Public Input Event Team	Lillie	by 10-5-06
Contact the city of Charlotte on best practices and guidance on our e-communities effort	Lillie, Larry	On-going

Next Steering Committee Meeting:

Date: 10-20-06

Time: 12:00 – 1:30 PM

Place: Maides Park

Topics:

- Community Input Event

- Current state Connectivity, Access, Web Application,

- Needs Assessment

Meeting Debrief:

Positives:

- + Well run
- + Good agenda
- + Good attendance
- + Facilitation
- + People are willing to play
- + Good cross section of community
- + Good food
- + Event covered on news

Improvements: - Start on time

Additional Steering Committee Members to Recruit

- A faith based organization
- A communication based organization – Kelly McNeil
- More underserved community members

Role of the Steering Committee

- Help city staff establish what the current state of Wilmington is around e-community technologies in terms of connectivity, access web application, training and digital literacy
- Help city staff establish what the communities needs are in terms of bringing our e-communities technologies up to date with other communities
- Helping city staff hold a community event to gain input from people, businesses and public agencies on the state of e-community technologies and needs
- Participate in the formation of an on going plan to bring Wilmington's technologies up to date and all inclusive
- Continued participation in the implementation of the long-term e-communities plan for Wilmington

Task Teams

Connectivity, Web Applications and Public Access

Members: Larry Bergman, Paul Mazzola, Leslie Stanfield, Dale Smith, Steve Bilzi, Kelly McNeil, Warren Lee, Tom Janiki

Task: Bring back description of current state of our area technology to include what is in place and what is being worked on. Include in report where we are falling short and recommendations for improvement

Key information elements to cover:

- Barriers to access
- List/map of public internet access sites
- WI FI assessment (Is it in place, is it free?)
- Equipment assessment (Do people have what they need to get access and connect?)
- Applications available at public access sites
- Accessibility to distance learning

Training and Digital Literacy

Members: Lillie Gray, Peter Gear, Alice Sheridan, Macy McCrae, Jennifer Griggs, Raquel Wilson

Task: Bring back description of current state of our area training offerings and the efforts in place to bring up the level of digital literacy. Include assessment of where we might be falling short and recommendations for improvement

Key information elements to cover:

- Offerings at schools (K-9, University, CFCC, non-profit)
- Self-help options
- Training offered (where, when, cost)
- Language accessibility issues

- ADA
- Under-developed community needs

Public Outreach and Input

Members: Lillie Gray, Dave Spetrino, Linda Pearce, Christine McNamee, Dr. Earl Sheridan, Tufanna Bradley, Dorothy Deshields, Irene Silva Edwards, Randolph Keaton

Task: Bring back a proposal for the best way to hold a public input event that is fun, well attended and delivers us input on the e-community needs of Wilmington

Key information elements to cover:

- Have multiple offerings
- Hold focus group/smaller type events
- Develop a survey with a follow up plan
- Communicate the event through schools
- Do communication at public organization events and meetings
- Identify groups to contact about the event
- Use E-NC tools already available
- Put together a location, date and structure for the event
- Have food, fun and giveaways